

## **CITY OF BURBANK**

### **COLLECTION SYSTEMS SUPERVISOR**

#### **DEFINITION**

Under direction, to plan, coordinate, and supervise the City's collection system operation; perform storm water maintenance as needed; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Assigns, directs, and supervises the collection systems crew in the performance of skilled maintenance, operational, inspection, and repair tasks according to required standards to ensure proper flow and minimum interruption of sewer and storm drain systems for commercial, industrial, and residential; inspects collection system appurtenances and cleans equipment to ensure its proper function; inspects storm water lift stations; communicates effectively and professionally with the public on sewer related issues; supervises crews in repairing, cleaning, and maintaining storm drains, streets, alleys, and other infrastructure; inspects pump houses for flood control; performs confined space entry; coordinates related training for collection system staff; establishes traffic controls; trains and evaluates subordinates; plans and schedules work; inspects and checks work to see that it is done to plan, properly, and on time; maintains daily personnel and equipment time sheets and records of materials used; maintains computerized and hard copy records, including but not limited to industrial and vehicular accident reports and records of crew and equipment assignments; promotes public health and safety by relieving sewer blockages and overflows; conducts safety meetings and enforces safety regulations; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - the methods, materials, and equipment used in wastewater collection, storm water collection, construction, and maintenance work; safety precautions necessary in operation of equipment; short and long range scheduling practices of preventative maintenance programs for equipment, wastewater, and storm water collection systems; basic computer operations; principles and practices of sound personnel management and supervision, training, and performance evaluations.
- Skill in - operating equipment utilized in waste and storm water applications such as various types of pipe and couplers, closed circuit television (CCTV) equipment, jet rodder, mechanical rodder, vacuum truck, pneumatic tools, plugs, power equipment, hand tools, shoring, and shore jacks.
- Ability to – read plans, cut sheets, and engineering drawings and details; investigate citizen complaints; inspect contract work performed according to City standards; requisition of materials; effectively supervise, train, and evaluate employees; implement and enforce safety regulations including confined space entries; communicate effectively both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Six years of experience in the wastewater, storm water, or closely related field, including one year at the level of Leadworker or equivalent.

**Special Conditions & Requirements:** Employees in this classification are required by applicable laws and regulations to have respiratory protection and shall comply with the American National Standards Institute's requirements on Practices for Respiratory Protection including confined space entry certification. Willingness and ability to respond to after hour emergency calls and to work weekends and holidays as required.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment; obtain a valid California Class "B" Driver's License with tanker/hazardous materials endorsements without air brake restriction within one year of appointment.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** A California Water Environment Association (CWEA) certification grade 3 in collection system maintenance at time of appointment, with the ability to acquire a grade 4 within two years of appointment.